



**SARATOGA COUNTY  
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center  
40 McMaster Street  
Ballston Spa, New York 12020

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**CONTACT TRACERS**

Saratoga County Department of Public Health  
**NO REMOTE CAPABILITY – ONSITE REQUIRED**

Saratoga County's Department of Public Health is currently recruiting a small number of individuals interested in serving as Contact Tracers. These are "Contract" positions at \$25/Hour and do not provide any additional benefits, ie: healthcare, paid time off. Thank you for your interest in Saratoga County's COVID-19 initiative.

**MINIMUM QUALIFICATIONS**

- Documentation of successful completion of COVID-19 Contact Tracing: A course from Johns Hopkins. The course must be completed *prior* to submitting a letter of interest.  
<https://coronavirus.jhu.edu/contact-tracing>
- Computer proficiency *required* (knowledge and ability to use computers and related technology without direction)
  - Must be available to work more than three (3) days/week
    - Weekend availability *required*
    - Flu vaccination *required*
  - Ability to use discretion, maintain confidentiality and ethical conduct
- Critical thinking and problem-solving as well as ability to use sound judgement

Contact Tracing helps prevent the spread of COVID-19 by rapidly interviewing positive patients, identifying their close contacts, interviewing and alerting those contacts to the risk of infection, instructing those contacts to quarantine or isolate for 14 days to be sure they don't spread COVID-19 to others, and monitoring those in quarantine or isolation to ensure their compliance and to ascertain if they are showing any symptoms of COVID-19. Members of the Contact Tracing team will also work with any individual being traced who needs social services assistance, such as housing, food, or medicine, while they are being quarantined or isolated.

Saratoga County's Contact Tracing program typically operates seven (7) days a week between the hours of 8:00 AM and 8:00 PM. **Weekend and evening hours may be required depending on established schedule and the needs of the County.**

Interested candidates\* should submit their resume, letter of interest and documentation of successful completion of COVID-19 Contact Tracing: A Course from Johns Hopkins to: (No Fax Submissions) to:

[contacttracer@saratogacountyny.gov](mailto:contacttracer@saratogacountyny.gov)

**\*If you have previously served in the capacity of Contact Tracer with Saratoga County, please indicate so in your submission\***

Paper submission may also be "mailed" to: **Saratoga County Public Health Services**  
ATTN: Mary Myers / Contact Tracing  
6012 County Farm Road  
Ballston Spa, NY 12020

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